

## SECTION 6: RETRIEVE FOR UPDATE AND COMPLETE

This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

☐ Title/Registration Processing

☐ Vehicle Inquiry

☒ Retrieve for update and complete    Vin:

Reference number:

☐ Reporting

☐ Dealership Information

☐ Junk Vehicle    Vin:

☐ Reset (cancel) transaction    Vin:

Reference number:  Image Number

☐ Add Temporary Plates to Log

**Navigation tip:** To move from page to page in eMV, be sure to use the controls at the top or bottom of each page. Don't use the "Back" or "Forward" buttons on your browser.

**Note:** This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

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**Retrieve for Update and Complete:** Enables transactions that have been pended (saved but not finished) to be completed at a later time.

- **Enter the VIN or e-MV11 Reference number to complete a pended application.**
- **Select**

**Processing Tip:** The Reference number prints on the e-MV11 receipt. It can also be obtained via the Reporting function when viewing Applications in Progress.

## OWNERSHIP INFORMATION

**Ownership Information**

**Owner Information**

☒ Individual Owner(s)

Owner 1 DID #

or SSN

AND ☐ OR ☐

Owner 2 DID #

or SSN

☐ Non-individual owner

☐ Owner is a trust

FEIN

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- The transaction begins at the Ownership Information Screen to review the application for accuracy.
- Select **Next** and continue to process the application to completion.